CAPE
CENTRE FOR ADVANCED AND PROFESSIONAL EDUCATION
UNIVERSITI TEKNOLOGI PETRONAS

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PROFESSIONAL SHORT COURSE REGISTRATION FORM

COURSE TITLE	
DATE	
VENUE	
COURSE FEE The course fee stated in the brochure is GST inclusive	

PARTICIPANT DETAILS

NAME (in CAPITALS) and Designation	Contact No and Email Address	Please mark 'X' below			I have fully read and understood the Personal Data and Privacy Notice attached herewith and by signing this, I hereby acknowledge receipt and agree to the contents of the same. I confirm that I consent and agree to the collection, processing, use, disclosure and retention by CAPE of my Personal Data [and where applicable, sensitive Personal Data], in the manner as set out in the Personal Data and Privacy Notice. (Participant Signature)
		Professional	Alumni	Student	

CONTACT DETAILS (FOR BILLING PURPOSES)

Company Name : --

Company Address : --

Cost center (PETRONAS ONLY) --

Profit center (PETRONAS ONLY) --

Contact Person : --

Tel /Fax No : --

Email Address :

Signature :

Date :

Company Stamp :

Registration fees: A tax invoice will be sent to the address provided in the billing section. All registration fees must be FULLY paid before or on the first day of the course. CAPE reserves the right to refuse entry for participant(s) who have not paid their registration fees to attend the course. The fee is non-refundable if withdrawal is made within 5 working days from the course date or if the participant failed to attend the course. However, substitution of participants is allowed but should be notified to the organizer at least 48 hours before the course date. Only LOU, LO, LOA or BANK DRAFT is accepted for payment made on the 1st day of the course.

Course amendment/cancellation: CAPE reserves the right to change the content, timing, speaker(s) and venue as well as cancel the course due to unforeseen circumstances. Every effort will be made to inform all registered participants of any cancellation/amendment at least 1 week before the course date. CAPE shall not be held liable for any cost arising from this change/cancellation.

PERSONAL DATA AND PRIVACY NOTICE & CONSENT FORM

1. Collection of Personal Data

For the purpose of providing programmes and modules of professional short courses, it is necessary for you to provide to Centre for Advanced and Professional Education, Universiti Teknologi PETRONAS (“CAPE”) and for CAPE to collect data about yourself that is subject to Personal Data Protection Act 2010, other applicable data protection, privacy or similar laws (collectively referred to as "Personal Data") for the purpose of usage, processing, storing and recording from time to time.

2. Types and Nature of Personal Data

The Personal Data CAPE collects from you includes but not limited to name, identity card number/passport number, date of birth, age, gender, religion, address, contact details, employment details, racial or ethnic origin. The Personal Data collected may also include copies and other forms of supporting documents. For the purpose of this Notice, Personal Data includes data collected and to be collected before and after issuance of this Notice.

3. Impact Resulting From Failure to Supply Personal Data

The supply of Personal Data is necessary for CAPE to provide programmes and modules of professional short courses you require. If you do not provide your Personal Data, CAPE may not be able to (i) process your registration or (ii) communicate with you.

4. Processing of Personal Data

The Personal Data is collected by CAPE among others for the following purposes:

a. Providing professional short courses;
b. Advertising and promotions of future professional short courses;
c. Administrative functions; and
d. Data analytics.

NOTIS DATA PERIBADI DAN PRIVASI & BORANG PERSETUJUAN

1. Pengumpulan Data Peribadi

Bagi tujuan menyediakan program-program dan modul-modul bagi kursus profesional jangka pendek, anda perlu membekalkan kepada Centre for Advanced and Professional Education, Universiti Teknologi PETRONAS (“CAPE”) dan CAPE perlu mengumpul data tentang diri anda yang tertakluk kepada Akta Perlindungan Data Peribadi 2010, lain-lain undang-undang perlindungan data, privasi atau undang-undang lain yang berkaitan (secara kolektif “Data Peribadi” anda) bagi tujuan pengunaan, pemprosesan, penyimpanan dan pengrekodan dari semasa ke semasa.

2. Jenis dan Sifat Data Peribadi

Data Peribadi yang dikumpul daripada anda termasuk tetapi tidak terhad kepada nama, nombor kad pengenalan/nombor passport, tarikh lahir, umur, jantina, agama, alamat, butir-butir untuk dihubungi, butir-butir pekerjaan, bangsa atau etnik. Data Peribadi yang dikumpulkan adalah termasuk salinan dan apa-apa bentuk dokumen sokongan. Bagi tujuan Notis ini, Data Peribadi termasuk data yang dikumpul sebelum dan selepas Notis ini dikeluarkan.

3. Kesan daripada Kegagalan untuk Membekalkan Maklumat

Pembekalan Data Peribadi adalah perlu bagi membolehkan CAPE menyediakan program-program dan modul-modul kursus professional jangka pendek yang anda kehendaki. Jika anda tidak membekalkan Data Peribadi anda, CAPE mungkin tidak dapat (i) memproses pendaftaran anda atau (ii) berkomunikasi dengan anda.

4. Pemprosesan Data Peribadi

Data Peribadi dikumpul oleh CAPE antaranya adalah bagi maksud berikut:

a. Menyediakan kursus profesional jangka pendek;
b. Pengiklanan dan promosi kursus profesional jangka pendek masa hadapan;
c. Fungsi pentadbiran; dan
d. Analisis data.

5. Disclosure

Personal Data provided to CAPE and/or any authorized third party appointed by CAPE for the purpose of providing programmes and modules of professional short courses will generally be kept confidential and with your consent, provide or disclose your Personal Data for the purposes stated above to the following parties:

a. CAPE's clients, where such Personal Data is necessary for CAPE to provide the services to its clients;
b. CAPE's collaborators, where such Personal Data is necessary for CAPE's collaborators to provide programmes and modules of professional short courses;
c. any party where our interests require disclosure of your Personal Data;
d. any agent or third party service provider that provides administrative, telecommunications or other services to CAPE in connection with its business; and
e. any third party as CAPE may determine to be necessary or appropriate.

5. Penzahiran

Data Peribadi yang dibekalkan kepada CAPE dan/atau mana-mana pihak ketiga yang diberikuasa oleh CAPE untuk menyediakan program-program dan modul-modul bagi kursus profesional jangka pendek akan secara amnya adalah sulit dan dengan persetujuan anda, CAPE boleh mengemukakan atau menzahirkan Data Peribadi anda bagi tujuan yang dinyatakan di atas kepada pihak-pihak berikut:

a. klien-klien CAPE, di mana Data Peribadi tersebut adalah perlu bagi tujuan CAPE menyediakan perkhidmatan kepada klien-kliennya;
b. kolaborator CAPE, di mana Data Peribadi tersebut adalah perlu bagi tujuan kolaborator CAPE menyediakan program-program dan modul-modul kursus profesional jangka pendek;
c. mana-mana pihak sekiranya kepentingan CAPE menuntut/mewajarkan penzahiran Data Peribadi anda;
d. mana-mana agen atau pihak ketiga yang menyediakan perkhidmatan pentadbiran, telekomunikasi atau lain-lain perkhidmatan kepada CAPE berkaitan dengan perniagaannya; dan
e. mana-mana pihak ketiga yang CAPE anggap perlu atau sesuai.

6. Safeguards

CAPE shall endeavour to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent unauthorized or unlawful processing of your Personal Data and any accidental loss or destruction of, or damage to, your Personal Data.

6. Perlindungan

CAPE akan berusaha untuk melaksanakan perlindungan dan prosedur pentadbiran dan keselamatan yang sesuai selaras dengan peruntukan undang-undang dan peraturan-peraturan yang terpakai untuk menghalang pemprosesan Data Peribadi anda dengan cara yang tidak dibenarkan atau menyalahi undang-undang dan sebarang kehilangan atau kemusnahan atau kerosakan yang tidak disengajakan terhadap Data Peribadi anda.

7. Data Transfer and Sharing

Where CAPE considers it necessary or appropriate for the purposes of data usage, processing, storing and recording, CAPE may transfer your Personal Data to relevant third party including service, training or product provider within or outside the country under conditions of confidentiality and sufficient levels of security safeguards. Such transfer of Personal Data will only be permitted to be carried out provided that the same is permitted

7. Pemindahan dan Perkongsian Data

Sekiranya CAPE merasakan perlu atau sesuai bagi tujuan penggunaan, pemprosesan, penyimpanan dan pengrekodan, CAPE boleh memindahkan Data Peribadi anda kepada pihak ketiga yang berkenaan termasuk penyedia perkhidmatan, latihan atau produk di dalam atau luar negara dengan syarat kerahsiaan Data Peribadi dan tahap perlindungan keselamatan adalah mencukupi.

by law and CAPE is satisfied that there are sufficient security standards to protect the integrity and confidentiality of such Personal data.

Pemindahan Data Peribadi tersebut hanya akan dibenarkan untuk dilaksanakan sekiranya ia dibenarkan oleh peruntukan undang-undang dan CAPE berpuas hati dengan tahap perlindungan keselamatan yang mencukupi bagi melindungi integriti dan kerahsiaan Data Peribadi tersebut.